

Application Process Information Sheet for the Solar Energy Grant Program

Maryland Energy Administration (MEA)

July 2008

Applications continue to be accepted by MEA in 2008 and into 2009. Check the MEA Web site <http://www.energy.state.md.us> or the Solar Energy Grant Program Web site <http://www.energy.state.md.us/incentives/residential/solargrants/index.asp> for details.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA. No e-mails or facsimiles will be accepted. Address applications to:

-Attention- Solar Energy Grant Program
Maryland Energy Administration
1623 Forest Drive, Suite 300
Annapolis, MD 21403

Effective July 1, 2008, grants are available to Maryland individuals, businesses and local governments in the following categories:

Solar Water Heating:..... 30% of system cost up to \$3,000 maximum grant.
Photovoltaic Solar:..... \$2,500 per installed kilowatt up to \$10,000 maximum grant.

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant.

The following items are required and must be enclosed with the application forms:

- A completed and signed Pre-Qualification Form (available from MEA)
- A signed cost estimate, purchase order or letter of intent
- Itemized list of components
- System schematic or line drawing
- Site plan
- Shading analysis (if the system will be shaded between 9:00 a.m. and 3:00 p.m. at any time of year)
- Roof dimensions, including angle, length, and width (if installed on a roof);
- Location of collectors or modules on the roof (if installed on a roof);
- The orientation and tilt of collectors or array

Application

The application is a two page form plus an accompanying Pre-Qualification Form and required supporting documentation. Examples of these documents are available on MEA's solar grant Web site <http://www.energy.state.md.us/incentives/residential/solargrants/index.asp>. Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 to request an application package.

There are separate application forms for Solar Water Heating and Photovoltaics.

Application Process Information Sheet – Page 2

Individuals, businesses and local governments may apply for one solar grant per solar category (photovoltaic solar or solar water heating) per funding cycle. For applicants who own more than one building, MEA may consider additional grant offers on a case by case basis if funds are available. An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is required. This may be provided on a separate form and enclosed with the application. If there are any questions, check MEA's solar grant Web site <http://www.energy.maryland.gov/incentives/residential/solargrants/index.asp> or send an e-mail to - Attention- Solar Energy Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

It is possible that some qualified applications will not be funded.

Application Review Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a solar project. It is possible that some applications may be deemed ineligible based on site conditions. The review criteria is a first-come, first-served basis for qualified applications.

Grant Eligibility Notification

Unlike in past years, Grant Commitment Letters will NOT be issued. After the review of the grant application qualified applicants will be notified by MEA of the status of the application. MEA will notify applicants that pass review that they have 180 days to complete the project and provide to MEA the Completion Certificate and accompanying documentation. Notification will be by emails and phone calls. In some cases regular mail may be used in lieu of emails or phone messages. **MEA requests that those notified reply to MEA to confirm receipt of the notification.** MEA shall also provide the program Terms & Conditions, Grant Award Procedures and the Completion Certificate.

Project Implementation

Once notified by MEA that the application had passed review, the applicant officially becomes a program participant and may begin the installation of the project. The program participant has 180 days from the date of the MEA notification to complete the installation of the solar project. MEA may allow for time extensions. If an extension is necessary please notify MEA prior to the expiration of the 180 day period.

Completion Certificate

Upon completion of the project, the program participant must provide all the information required on the Completion Certificate and enclose the necessary supporting documentation. Additional information is available in the *Grant Offers and Awards Process Information Sheet* located on the solar grants page on the MEA Web site:

<http://www.energy.state.md.us/programs/renewable/solargrant/grantawards/GrantEligibilityNotificationandAwardsProcessInfoSheet0807.pdf>

The Completion Certificate must be signed by the owner and the system installer. Please be sure to be aware of all requirements and supporting documentation prior to undertaking the project.